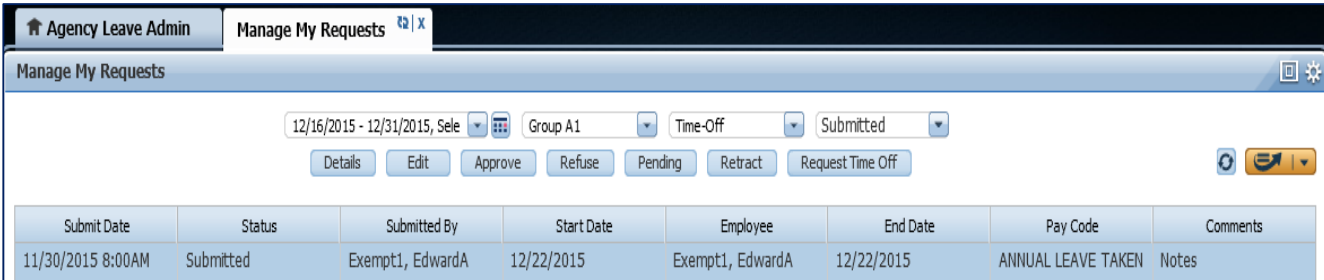


## Pay Period Close and Sign-Off – Arrears Employees

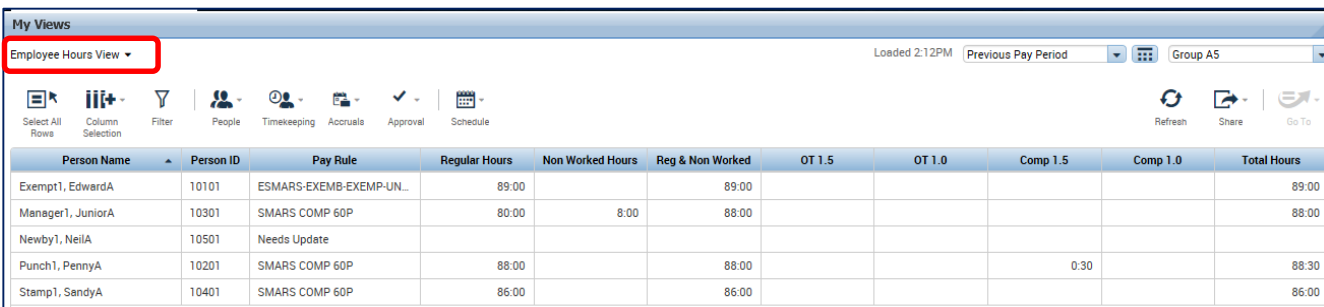
To retrieve shorter, more manageable employee listings, set up HyperFind queries by agency/division. Refer to the **HyperFind Query Setup** job aid on the eSTART Online Resources website for assistance. There is a **Sign-Off Preparation Checklist** job aid available on the site as well.

1. Begin by accessing the **Manage My Requests** widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from **Related Items>Manage My Requests**. Any requests in Submitted or Cancel Submitted status must be addressed.



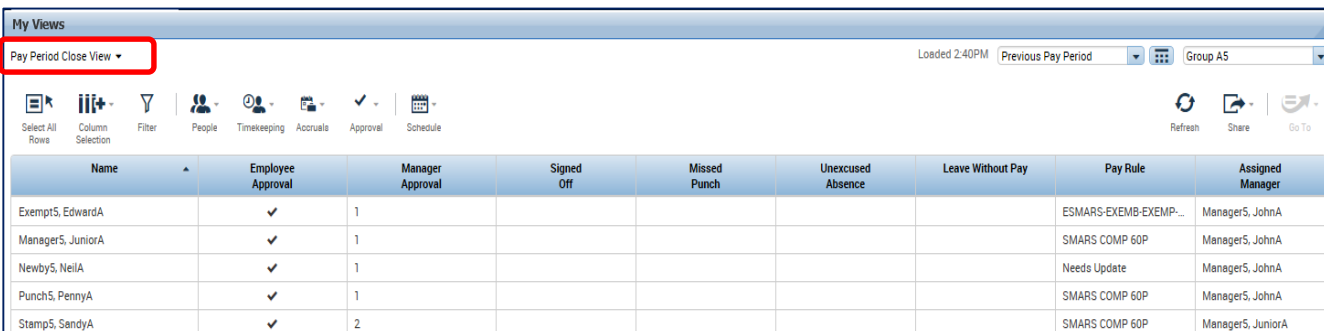
| Submit Date       | Status    | Submitted By     | Start Date | Employee         | End Date   | Pay Code           | Comments |
|-------------------|-----------|------------------|------------|------------------|------------|--------------------|----------|
| 11/30/2015 8:00AM | Submitted | Exempt1, EdwardA | 12/22/2015 | Exempt1, EdwardA | 12/22/2015 | ANNUAL LEAVE TAKEN | Notes    |

2. Next, select **Employee Hours View**. This widget provides a view of employee regular hours, non-worked hours, total hours, overtime and comp hours. Review the information on this page for any possible issues with employee time and correct any missing or incorrect time as needed.



| Person Name       | Person ID | Pay Rule                 | Regular Hours | Non Worked Hours | Reg & Non Worked | OT 1.5 | OT 1.0 | Comp 1.5 | Comp 1.0 | Total Hours |
|-------------------|-----------|--------------------------|---------------|------------------|------------------|--------|--------|----------|----------|-------------|
| Exempt1, EdwardA  | 10101     | ESMARS-EXEMB-EXEMP-UN... | 89.00         |                  | 89.00            |        |        |          |          | 89.00       |
| Manager1, JuniorA | 10301     | SMARS COMP 60P           | 80.00         | 8.00             | 88.00            |        |        |          |          | 88.00       |
| Newby1, NeilA     | 10501     | Needs Update             |               |                  |                  |        |        |          |          |             |
| Punch1, PennyA    | 10201     | SMARS COMP 60P           | 88.00         |                  | 88.00            |        |        | 0.30     |          | 88.30       |
| Stamp1, SandyA    | 10401     | SMARS COMP 60P           | 86.00         |                  | 86.00            |        |        |          |          | 86.00       |

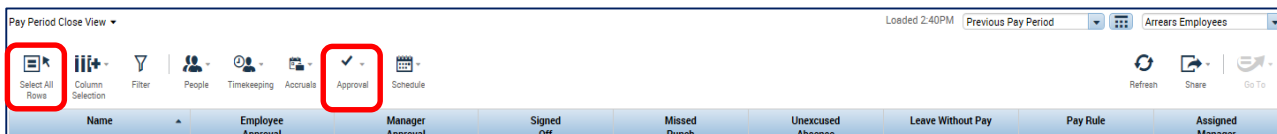
3. Once review is finished select **Pay Period Close View**.
4. Select **Arrears Employees** from the Show drop-down and **Previous Pay Period** from the Time Period drop-down.



| Name              | Employee Approval | Manager Approval | Signed Off | Missed Punch | Unexcused Absence | Leave Without Pay | Pay Rule               | Assigned Manager  |
|-------------------|-------------------|------------------|------------|--------------|-------------------|-------------------|------------------------|-------------------|
| Exempt5, EdwardA  | ✓                 | 1                |            |              |                   |                   | ESMARS-EXEMB-EXEMP-... | Manager5, JohnA   |
| Manager5, JuniorA | ✓                 | 1                |            |              |                   |                   | SMARS COMP 60P         | Manager5, JohnA   |
| Newby5, NeilA     | ✓                 | 1                |            |              |                   |                   | Needs Update           | Manager5, JohnA   |
| Punch5, PennyA    | ✓                 | 1                |            |              |                   |                   | SMARS COMP 60P         | Manager5, JohnA   |
| Stamp5, SandyA    | ✓                 | 2                |            |              |                   |                   | SMARS COMP 60P         | Manager5, JuniorA |

Once all exceptions have been corrected, and all approvals obtained, the timecards are ready for sign-off.

5. Select **Actions>Select All**. All employees in the list will be selected.
6. Select **Approval>Sign Off** to approve all timecards.



| Name              | Employee Approval | Manager Approval | Signed Off | Missed Punch | Unexcused Absence | Leave Without Pay | Pay Rule               | Assigned Manager  |
|-------------------|-------------------|------------------|------------|--------------|-------------------|-------------------|------------------------|-------------------|
| Exempt5, EdwardA  | ✓                 | 1                |            |              |                   |                   | ESMARS-EXEMB-EXEMP-... | Manager5, JohnA   |
| Manager5, JuniorA | ✓                 | 1                |            |              |                   |                   | SMARS COMP 60P         | Manager5, JohnA   |
| Newby5, NeilA     | ✓                 | 1                |            |              |                   |                   | Needs Update           | Manager5, JohnA   |
| Punch5, PennyA    | ✓                 | 1                |            |              |                   |                   | SMARS COMP 60P         | Manager5, JohnA   |
| Stamp5, SandyA    | ✓                 | 2                |            |              |                   |                   | SMARS COMP 60P         | Manager5, JuniorA |

- Once all timecards have been signed off, go to the **Related Items** pane and select **Group Edit Results**. This page is used to display the success or failure of the sign-offs.

| Group Edit Results                 |            |        |              |           |  |  |
|------------------------------------|------------|--------|--------------|-----------|--|--|
| Back to Group Edit Results         |            |        |              |           |  |  |
| GROUP EDIT RESULTS                 |            |        |              |           |  |  |
| Last Refreshed: 12/31/2013 10:00AM |            |        |              |           |  |  |
| Refresh                            |            |        |              |           |  |  |
| Group Edit                         | Date       | Time   | User Name    | Status    | Results                                      |  |
| Signed Off                         | 12/31/2013 | 9:59AM | AbbyA.Admin1 | COMPLETED | Success: 2<br>Failure: 2 Details<br>Total: 4 |  |

- In the **Results** column, the word **Details** is a link. If failures are present, select the link to open the **Group Edit Error Log**. A new section of the page displays with the Employee Name and a description of the failure. The manager or manager delegate must correct the timecards before Sign-Off can be completed on these timecards.

**Note:** If a timecard has already been signed off due to resignation or transfer, this would cause a sign-off failure, but would not require correction.

GROUP EDIT ERROR LOG

Last Refreshed: 12/31/2013 10:01AM

Refresh

Return

| Group Edit | Date       | Time   | User Name    | Status    | Results                              |
|------------|------------|--------|--------------|-----------|--------------------------------------|
| Signed Off | 12/31/2013 | 9:59AM | AbbyA.Admin1 | COMPLETED | Success: 2<br>Failure: 2<br>Total: 4 |

| Employee Name      | Error Description   |
|--------------------|---|
| Manager1, JuniorA  | The timecard cannot be signed off because it contains one or more violations: Missing Punches |
| Manager10, JuniorA | The timecard cannot be signed off because it contains one or more violations: Missing Punches |
| Row Number 2 of 2  |   |

- Once errors have been corrected, return to the **Related Items>Pay Period Close**, select employees and **Sign Off** again.












**Note:** Sort failed timecards to the top of this list by clicking on the **Signed Off** column header once.

- Return to **Related Items>Group Edit Results** to verify there are no remaining exceptions.

**Note:** An individual timecard sign off error will not display from **Group Edit Results**. It is used only for *group* edit errors. Sign-off on an individual timecard may be verified from employee timecard.

## Pay Period Close and Sign-Off – Current Employees

Some agencies have employees who are paid “current” instead of “arrears”. These timecards must be signed off in the **Current Pay Period**.

|   |   |   |   |   |   |   |   |   |                    |                   |                   |   |   |          |  |                  |  |
|---|---|---|---|---|---|---|---|---|--------------------|-------------------|-------------------|---|---|----------|--|------------------|--|
| Pay Period Close View   |   |   |   |   |   |   | Loaded 3:20PM   |   | Current Pay Period |                   | Current Employees |   |   |          |  |                  |  |
|  |  |  |  |  |  |  |  |  |                    |                   |                   |  |  |          |  |                  |  |
| Select All Rows   | Column Selection  | Filter  | People  | Timekeeping   | Accruals  | Approval  | Schedule  | Refresh   |                    |                   |                   | Share   | Go To   |          |  |                  |  |
| Name  |   | Employee Approval   |   | Manager Approval  |   | Signed Off  |   | Missed Punch  |                    | Unexcused Absence |                   | Leave Without Pay   |   | Pay Rule |  | Assigned Manager |  |

- From **Pay Period Close**, select **Current Employees** from the Show drop-down.
- Select **Current Pay Period** from the Time Period drop-down. Employees in Current status display.
- Perform Sign-Off using the method above. Verify the results from **Related Items>Group Edit Results**.